
YOUTH INSPECTOR JOB DESCRIPTION
CITY OF MILWAUKEE ELECTION COMMISSION

POSITION SUMMARY:

Youth inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- Check-in registered voters and issue ballots and voter numbers
- Register qualified individuals to vote
- Handle voting equipment to verify ballots have been completed and accepted

Youth inspectors may work the full day from 6:30am to 9:00pm (or until the polling site is closed) or select a shift, 6:30am to 2:00pm or 1:30pm-9:00pm (or until the equipment is taken down).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Verify voter's name and address in poll list.
- Check-in pre-registered voters using poll list.
- Issue ballots and voter numbers.
- Reconcile poll lists.
- Document changes in voter information.
- Use parameter book and polling location guide to verify address and determine voter polling location.
- Determine types of registration.
- Analyze documents.
- Review applications.
- Monitor Optech Eagle voting machine.
- Monitor the AutoMARK (ballot marking machine).
- Address ballot errors.
- Maintain tally of rejected/reissued ballots.
- Collect voter numbers, and ballot privacy stickers.
- Assist voters with marking ballots.
- Distribute stickers.
- Assist in the enforcement of all Election Day policies and procedures.
- Assist in the completion of all Election Day forms.
- Assist voters that request curbside voting.
- Assist in the voter and ballot reconciliation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. **KNOWLEDGE:** Must be enrolled in 9th to 12th grades in a public or private high school. Must have experience working with diverse group of people in a public environment. Able to read, write, and speak English fluently
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

OTHER:

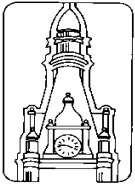
- At least 16 years of age.
- Must be a resident of the city of Milwaukee and a U.S. Citizen.
- Never been convicted of a felony conviction and not otherwise disqualified from voting.
- Not be a candidate for office in the election.
- Must have the consent of a parent/guardian and principal prior to each election worked.

TRAINING REQUIREMENT:

- Youth inspectors are required to attend a 2-3 hour training class prior to each election event.

THE SELECTION PROCESS:

- Selection will consist of one or more of the following: training and experience evaluation; written, oral or performance test; or other assessment methods. Selection process component weights will be determined by further analysis of the job.
- All qualified candidates will be notified of the date, time, and place of the examination. Persons place on an eligible list will remain on the list for two years ONLY. Persons not accepted in an examination or failing an examination may reschedule for the next available date.



OFFICE USE ONLY	DISTRICT:	WARD:
SSN:	Recommended By:	

**YOUTH INSPECTOR APPLICATION
CITY OF MILWAUKEE ELECTION COMMISSION**

LAST NAME: FIRST NAME: M.I.:
DATE OF BIRTH: E-MAIL ADDRESS:
HOME ADDRESS: APT. #: CITY: **Milwaukee** ZIP:
MAILING ADDRESS: MAILING ZIP CODE:
DAY PHONE: EVENING PHONE:
PARENT/GUARDIAN NAME:

Are you qualified to work at the polls (check one)?

(Qualifications: U.S. citizen, resident of the City of Milwaukee, at least 16 years of age, enrolled in 9th to 12th grades in a public or private high school, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from participating in the voting.)

Have you ever been convicted of a felony?

Have you ever been an Election Inspector?

If yes, where:

Do you speak a language other than English?

If yes, please list:

I would like to (check one): as an Election Inspector.

(Volunteers can work as Election Inspectors or Greeters. Paid workers are **only** assigned as Election Inspectors. If you select payment and are hired, you must complete a W9 form prior to or on Election Day.)

High School:

High School's phone:

Principal:

Grade:

Are you currently, or have you ever, interned for the City of Milwaukee?

Hours available (check one):

Is there a specific polling site or side of town you prefer to work?

How did you hear about becoming an Election Inspector?

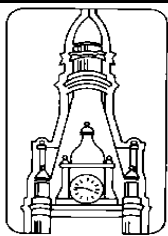
(Please read the following statement and sign and date on the specified line if in agreement.)

IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Return to: Election Commission
200 East Wells Street, Room 501
Milwaukee, WI 53202

For more information contact:
Office: (414) 286-3491
Fax: (414) 286-8445



Office of the ELECTION COMMISSION

City of Milwaukee

200 E. Wells Street, Room 501
Milwaukee, WI 53202

Phone: 414-286-3491

Fax: 414-286-8445

Parental Agreement for Youth Inspectors

for February 16, 2010 – Spring Primary

My child, (print name) _____, accepts the appointment to serve as an Election Inspector on Election Day, ____ (date) _____ (month), ____ (year) and meets the terms of this agreement with the City of Milwaukee Election Commission.

Please initial each of the following responsibilities:

_____ Child will arrive at the polling place on time and be part of the ward's Election Day staff for the duration of Election Day.

_____ Child has received approval from their principal.

School:

Principal's Signature: _____

_____ Child has arranged transportation to and from the polls on Election Day.

Please complete the following parent/guardian information:

Parent Name

Address

City

Zip

E-mail address

Phone Number

Parent Signature

Date